

## Richmond Parade and Fireworks Committee

April 20th, 2023, Minutes

7:00 pm – Town Center

In Attendance:

Sue Glennon, Amanda Cobb, Justin Spence, Stefani Hartsfield, Bryan Moreau, Chris Jenkins, Jay Furr, Norman Perkins, Rebecca Roose, Lucas Chittenden

### 1. Updates from Sue

- a. Casella is donating trash bins
  - i. No charge!
  - ii. We agreed to put signs saying “Donated by Casella”
  - iii. **Duncan** will make the signs and post them
- b. Sue brought up the cost of vendors for sign up. She would like to consider changing the price of the vendors
  - i. Sue suggested \$25 for non-profits, for profits are \$100 if early sign up by June 15th (suggested by Sue) Jay suggested Memorial day. And \$150 after early bird. Sue liked one price.
  - ii. Sue has heard from the senior center, a bag lady and the richmond fire department about being non-profit vendors.
  - iii. We
- c. Pete Gosselin will bring the trailer down to the back of the Town Garage so that people on the committee can go through it and see what is salvageable from the last 4 years of storage and the vinegar explosion. **Justin, Amanda and Norm** will take the lead on this. Jay will also help.
- d. Jay asked about the items in the shed that can be sold. Jay would like a list of the items that can be sold before the next meeting.
  - i. Sue has the key to the meat wagon and the trailer.
- e. Inventory what is still downstairs in the town center building closet.

### 2. Updates from Jay:

- a. Jay talked with Josh and the town attorney who clarified that the town is able to raise money, donations.
  - i. Duncan will set up all the necessary parts so that we can collect online donations to the town fund.
- b. Chris offered to sell pull tickets to raise money from Papa McKees. They do this for the food shelf and it brings in a good amount of money. McKees can do this because they have a liquor license and the town as a 501c3 can accept the funds for the Parade and Fireworks.
- c. Duncan offered to set up the vendor and float sign up through the town website.

- d. Jay has a tent arranged for over the stage. Tent will have lights around the edge. Bands will play all afternoon on the stage.
  - i. Brian is going to help with amps, sound and all necessary sound system things so that the bands can switch out and we can have Karaoke. Bands can plug in and out already set up. If they bring their own console, they can plug into ours.
  - ii. Brian has a 50,000 song library. Jay thinks we should have a sign up so we know the songs soon.
3. Review "Event Coordination and Project Lead" chart (attached) and assign out tasks or recruit.
4. What are the top priority items for April/May to accomplish?

**Action Items:**

- Inventory all Parade and Fireworks Items and where they are stored - **Duncan find inventory list from Josh?**
    - Clean out the trailer - **Justin, Amanda and Norman**
  - Sign ups: Can **Duncan** make it so that all the online sign ups for Parade and Fireworks are listed on the Parade and Fireworks committee page so that there is one URL for people to go to see everything?  
<https://www.richmondvt.gov/boards-meetings/parade-and-fireworks-committee>
  - Marketing/ Postings: **Jay**
    - Advertising Karaoke
  - Band sign ups and timing: **Jay**
  - Coin drop shifts and sign up, May 27th - **Stefani**
  - **Jay** - find police / security coverage for event.
  - Update written edits to the Vendor paper form and create profit and non-profit versions. Get hard copy and e-copy to Duncan. **Stefani**
5. Fun Run - did we get the name of the organizer from Linda? Yes. Mary
    - Rebecca Roose (zoom) asked why the coin drop was on Memorial day weekend vs MMU graduation saturday. Sue answered that there were concerns about heat and traffic so it was changed.
    - Jay informed the group that we all need to email Josh if we are interested in being a part of the committee so that the selectboard can approve us as a committee. Sue will be chair and Stefani vice-chair.
    - Chris would like to be a vendor for custom t-shirts at the day of the events.

- We tabled the conversation about swag until a future meeting. This conversation came up because RiseVT used to throw out beach balls and other non-candy alternatives at the parade.
- Bryan - Underhill church has kids games that they use for the harvest market. Can we use them?

Next meeting: May 4th at 7:00 pm

Meeting adjourned at 8:45 pm

#### Event Coordination Categories for Project Leads

Category	Person in Lead	Complete? Notes
Budgeting / Finance	Duncan	Duncan receives the funds. Committee is in charge of budgeting.
Fireworks	Sue	
Food		
Car Show	Sue	Done
Trash / Recycling	Sue	Casella is donating several trash bins. Sue has the exact count.
Soda Sales (does a non-profit or town want that)	Boy scouts?	
Mapping / Timing	Norman	
Parade Logistics	Reggie/Duncan/Ken	Done
Donations	Duncan	
Vendors		
Music	Carole / Jay	Karaoke Contest
Swag (T-shirts / water bottles / beach balls)	Chris?	
Marketing		
Fun Run	Mary Mike 434-3823	
Day of Events		
Kids Games	Stefani	splash balls
Bathrooms	Sue	

Supplies, Tents, tables chairs	Sue	
Security Detail (Norman Style!)		
Honorary Parade Signs	Chris	In honor of Barbara LaPlante and Rick Niquette. Amanda will make a template
Marketing / Communication		
Climbing Wall	Lisa Miller	Can she arrange it
Car Show	Sue	Arranged

Timing:

- Fun Run - Starts at 10:05
- Parade Starts at 10:35 ends around 11:30
- Announce to the crowd to stick around for the winner announcement! From the big stage.
- Band starts at 1:00
- Parade Prizes Awarded around 1:00
  - Talk to Heidi about how long the judging takes.
  - Jay volunteered to get a screen to show photos